

## Pollinator Grant Guidelines

*Background:* The 66<sup>th</sup> Legislature provided to Montana conservation districts funding for the development and implementation to *Improve Pollinator Habitat in Montana*.

The Montana Department of Natural Resources and Conservation (DNRC) Conservation Resource Development Division (CARDD) provides fiscal management of the grant programs. The Conservation Districts Bureau (CDB) staff review applications and provides recommendations for funding to CDB Program Manager.

DNRC may incur up to 10% of the yearly appropriation for administration of the program. Funding in the amount of \$50,000/year for FY2022 AND FY2023 was appropriated by the 67th legislature.

### Applicant Eligibility

Pollinator grants are available to Montana conservation districts for any projects that will improve pollinator habitat in Montana. Schools and other organizations may apply, but their application must be sponsored and approved by their local conservation district. The project must demonstrate a public and conservation benefit.

### Grant Types and Limits:

***Improving Pollinator Habitat education, demonstration or on the ground project:*** Grants may be awarded for up to **\$15,000.00** with a minimum application request of \$500.00.

***Projects:*** Funds may be used for education, farm projects, demonstration plots, pollinator seed mixes or projects.

*Examples of Previously funded projects:* Community and demonstration gardens; Montana Pollinator Education Project (literature produced for statewide distribution); Pollinator Initiatives; Educational events; Urban pollinator plots; Film Festival “The Pollinators”; and Workshops

### Conservation District Guidelines

**Eligibility:** To be eligible to receive a Pollinator grant, a conservation district must:

1. Have levied the maximum county mills allowed for the current fiscal year
2. Have or in the process of developing a special project as authorized in MCA, Title 76, Chapter 15, Part 4
3. Have a need for additional funds above the maximum statutory authority
4. Provide a copy of the conservation district’s annual plan
5. Submit an annual budget. Administrative grant applications may serve this purpose, however, for those conservation districts that do not apply for or receive an administrative grant must submit an annual budget prior to receiving grant funds.
6. All previous grants received by the applicant must be current (i.e. all reports filed) before any new grant funds can be released.
7. The chairperson of the conservation district must sign the application form. Mail a signed original copy and an electronic Word Document of the application must be submitted by the posted deadline.

***Ineligible Applications:***

- Submitted after the deadline due date
- Submitted without approval at a conservation district board meeting
- Submitted without the signature of the conservation district board Chairperson or designate
- Incomplete application

***Plans:***

- Must include a plan to monitor the effectiveness of the project
- Must include a plan for public outreach and educational efforts
- Must include a plan identifying partners participating in the project and the tasks performed

***Budget:***

- Provide a detailed budget indicating how the grant funds will be used.
- May charge an administration fee for *sponsorship* only. This is based on the percentage of the total expenses and cannot exceed 10 percent.
- Must include money or in-kind services from other sources (if applicable)

***Example of Eligible Expenses:***

- Seed mixes, native pollinator plants
- Plant signage
- Conservation district employee wage/travel to organize and conduct events/workshops
- Advertisement fees to promote event
- Resource materials (educational kits/booklets, notebooks, field testing equipment, etc.)
- Speaker fees

***Examples of Ineligible Expenses:***

- Activities outside of the scope of work
- Costs incurred outside of the contract term
- Wages, travel, and other expenses not directly related to the project
- Food and beverage items
- Trash bags, gloves, shovels, rakes, etc.
- Common items that can be easily borrowed

***MEPA:***

Fill out the supplemental checklist if a project is expected to have some environmental impact.

***Examples of Environmental Impacts:*** Include but are not limited to any restoration activities, demonstration and garden projects, chemical applications and/or treatments for weeds, complete changes to irrigation lines or infrastructure.

## Guidelines for Schools or Organizations

*Sponsorship:* Schools and other organizations may apply for the Pollinator grant. It is recommended that these organizations work directly with their local conservation district as certain sections of the grant application is pertinent to their operations.

- To locate the conservation district that is nearest your program, view a map and directory at [dnrc.mt.gov](http://dnrc.mt.gov).
- The application must be sponsored and approved by the local conservation district at their Board of Supervisors meeting.

*If funded:* The grant contract will be written between the DNRC and the local conservation district, who would administer the funds. Costs may not be incurred outside of the contract term and signatures.

*Expenses and Report:* The Pollinator grant is a reimbursable program. All grant payments are paid upon receipt of proper documentation of approved expenses (invoices, receipts, and report) to the conservation district.

The conservation district will submit the expenses using the DNRC vendor invoice and final report. The final report should include pictures of the project. The vendor invoice, receipts, and final report must be received prior to any grant funds being released.

All payments will be made from the DNRC to the local conservation district. The school or organization will be reimbursed by the sponsoring conservation district.